Choice Training 7-1: OAS Overview

1. 7-1 OAS Overview

1.1 Training 7-1:

Notes:

Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss the Online Application System or OAS.

7-1.2 How to Navigate this Training Module
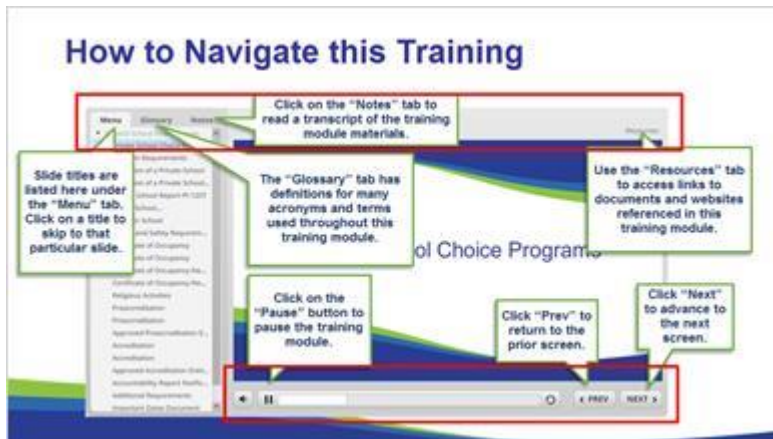
Notes:

Before we start, here are some tips and tools you may wish to use when viewing this training.

When listening to this training please note the buttons at the top of the training screen. Titles to all of the slides in this training are listed under the "Menu" tab on the top left of the training screen. You may watch the training in its entirety, or you may skip to a specific slide by clicking on the title of a particular slide.
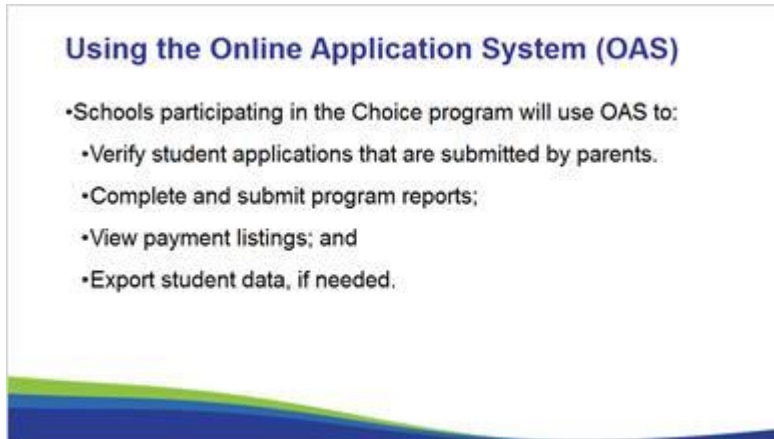
Acronyms and terms that are used throughout this training are defined under the "Glossary" tab on the upper left side of the training screen. If you have any questions about a particular acronym or term that is used in this training, click on the "Glossary" tab to read the definition of that acronym or term.

The "Notes" tab has a transcript of the training materials as they are presented. If you wish to read along with the training, please click the "Notes" tab on the upper left side of the training screen.

We have also posted resources related to this training which can be found under the "Resources" link on the upper right hand side of the training screen.

Next please note the buttons at the bottom of the training screen. If you want to pause on or during a specific slide, please hit the "Pause" button. Clicking the "Prev" button will allow you to return to the previous slide and clicking the "Next" button will allow you to advance to the next slide, if you wish to advance sooner than the auto-timing.

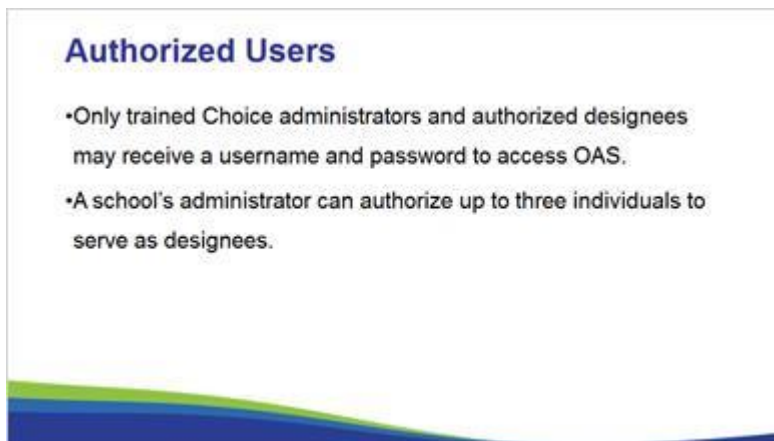### 7-1.3 Using the Online Application System (OAS)

Using the Online Application System (OAS)

- Schools participating in the Choice program will use OAS to:
  - Verify student applications that are submitted by parents.
  - Complete and submit program reports;
  - View payment listings; and
  - Export student data, if needed.

Notes:

Schools that participate in the Choice programs use the Online Application System, or OAS, for student application processing, completing and submitting program reports, viewing payment listings, and exporting student data. This session will provide an overview of OAS. Later sessions will provide more information on processing applications and the reports within OAS.

7-1.4 Authorized Users

Authorized Users

- Only trained Choice administrators and authorized designees may receive a username and password to access OAS.
- A school's administrator can authorize up to three individuals to serve as designees.

Notes:

Choice administrators and designees must successfully complete online training prior to gaining access to OAS. The link to the Choice Training Webpage is located in the Resources on the upper right corner of the training screen. A school's administrator can authorize up to three individuals to serve as designees for the school. For more information on the requirements an individual must complete to gain access to OAS, see the Choice Administrators, Designees, and Obtaining an OAS Password training available on the Choice Bulletins webpage. A link to this webpage is available in the Resources in the top right corner of the training screen.
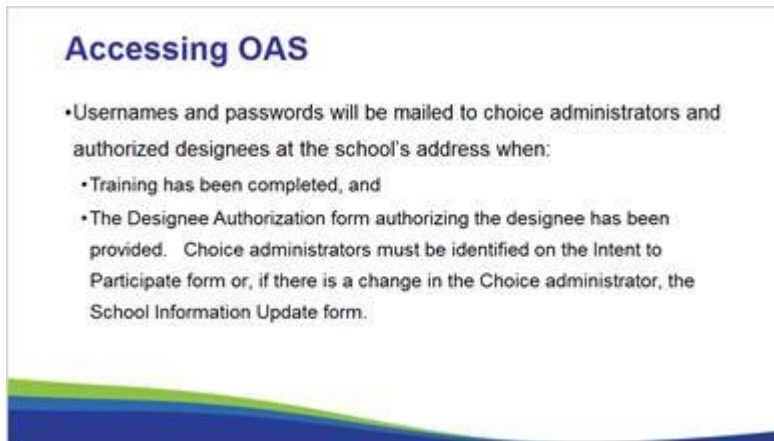
7-1.5 Authorizing Designees
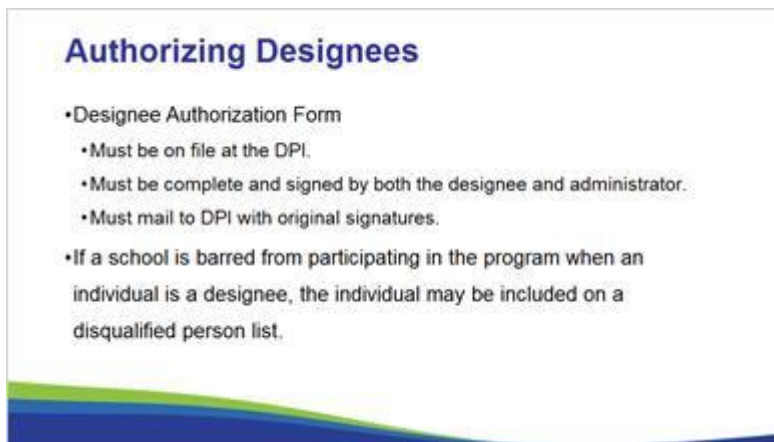
Notes:

Designees may assist the Choice administrator in processing student applications. Choice administrators must identify designees by completing a Designee Authorization form. The original Designee Authorization form authorizing the designee's access to OAS must be mailed to the DPI. The Designee Authorization form is available on Choice Training webpage. The link to the Choice Training webpage is located in the Resources on the upper right corner of the training screen.

A designee runs the risk of being a disqualified person if the school is barred or terminated by the DPI. Due to this, the designee must provide his or her personal mailing address in the Designee Authorization form. A disqualified person includes a person who,

when a private school is barred or terminated from participating in the Choice program, was a designee.

7-1.6 Accessing OAS

Accessing OAS

- Usernames and passwords will be mailed to choice administrators and authorized designees at the school's address when:
  - Training has been completed, and
  - The Designee Authorization form authorizing the designee has been provided. Choice administrators must be identified on the Intent to Participate form or, if there is a change in the Choice administrator, the School Information Update form.

Notes:

Once training and the required forms have been completed, the DPI will issue a username and password. As previously discussed, designees must be identified on a Designee Authorization form. The Choice administrator must be identified on the Intent to Participate form. If the Choice administrator changes, the school must provide the DPI with a School Information Update form with the change and the new Choice administrator must provide a new Designee Authorization form.

Issuing a password may take up to two weeks so schools need to plan accordingly. If the school is participating in multiple Choice programs, the administrator or designee will receive a different login and password for each program.

7-1.7 OAS Security

OAS Security

- Keep log in and password information in a secure location.
- Log out and close browser after each session.
- 20 minute time-out.

Notes:

The username and password are case sensitive. This information needs to be kept in an area where others will not have access to it.

The username and password should not be shared with anyone.

Due to the confidential nature of the information in OAS, OAS users should be sure to log out and close their browser after each session.

If you are working in OAS and leave the program open, the program will time-out within 20 minutes. Therefore, when working on a report, remember to save the report regularly.
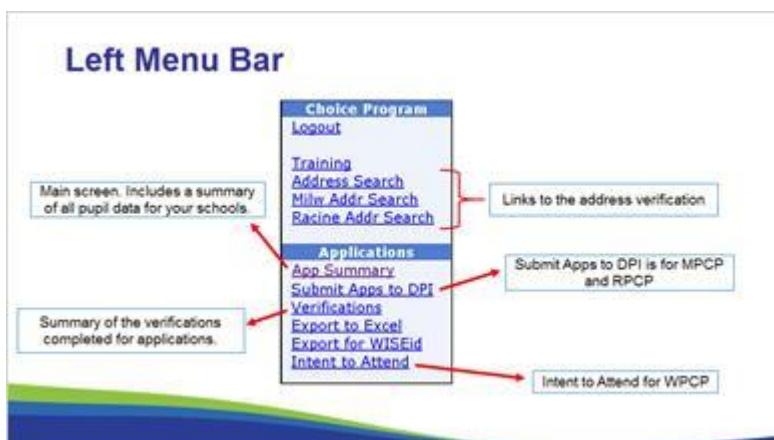
7-1.8 Logging in to OAS

Notes:

OAS users must log in using their username and password issued by the DPI. Please be aware the OAS username and password are case sensitive.

7-1.9 Left Menu Bar

Notes:

The menu bar in OAS includes links for the different processes and information in OAS. Please be aware that the left menu bar is not the same for all Choice programs.

In the Choice Program section of the menu bar there are links for the address verifications. The address search that shows up on the left menu bar can be used to determine the school district for the address on the application, which is a required part of the verification process. Which of the searches will be visible when you log in depends on what program you are logged in for. The 'Address Search' is for the WPCP and searches for addresses using My Vote. The 'Milwaukee address search' is for the MPCP and completes the address search using the city of Milwaukee Assessor website. The 'Racine Address Search' is for the RPCP and searches Edulog's Webquery. See the Choice Application Processing webpage for additional information on completing the school district verification and information on other sites that can be used to complete this verification.

The applications summary is a summary of all applications and pupil data in OAS for that school year. Only the applications for the program the school has logged in as will show. So, if the school is participating in all three programs and uses their log in information for the MPCP, only the MPCP applicants will be included.

Submit Apps to DPI is for MPCP and RPCP schools only. This is used by the schools to submit verified applications to DPI.

The Verifications link is a summary of the verification status for the applications.

Intent to attend is for the WPCP only. This report will include students selected in the random draw. The school will identify who has accepted a Choice seat using the Intent to Attend. The Intent to Attend will be covered in greater detail in the WPCP Application Processing training.

7-1.10 Left Menu Bar
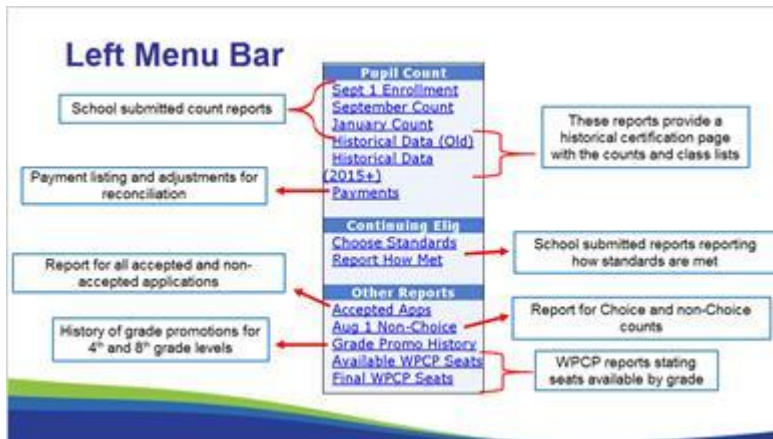
Notes:

The Pupil Count Section has links for the school to submit their September 1 enrollment report, 3rd Friday in September pupil count report, and the 2nd Friday in January pupil count report. Later trainings will describe the completion of these reports in detail.

The Historical Data reports allow the school to view current audited data or data submitted by the school for each of the count reports. The school can either review the class list or the total choice and all pupil count data for each report.

The payments under the Pupil Count Section provide a listing of the pupils who received a payment on each of the payment dates and any adjustments for each pupil. The school can also export this data to Excel.

Continuing Eligibility, August 1 non-choice, and Grade Promo History reports are explained in detail in the next trainings.

The final reports in the menu are the Available WPCP seats and final WPCP seats. These are reports that WPCP schools must complete to notify the DPI of the number of available seats by grade. The WPCP administrator will receive specific email communications regarding when the reports must be completed from the Choice team.

7-1.11 Home Page-Application Summary

Notes:

The application summary in OAS will list all applications that have been submitted to your school through the online parent application for the program you are logged in for.

The school has the ability to filter the applications by the enrollment period, grade, and status of the application.

The school may also filter for continuing students and the income method used to verify the application by checking continuing, New-DPI Method, New-DOR Method, or New-Foster.

7-1.12 Home Page-Application Summary

Notes:

The columns listed on the report show the pupil application number, grade, student name, date of birth, status, enrollment period and parent name.

The 'E, S, & J' columns identify if the pupil was counted on the September 1 enrollment report , 3rd Friday in September pupil count report, and 2nd Friday in January pupil count report. The area will be marked 'N' if the pupil was not counted or 'Y' if the pupil was counted in the corresponding report. Please be aware these fields are not updated for changes made after the count report is submitted.

The rest of the columns in the application summary show whether or not the pupil is a continuing student or on the school's waiting list. WPCP students on waiting list maintained by the DPI will not be identified in this column. The last column will show the income method used to verify income for new students. The income requirements will be covered in more detail in a later training.

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Tony Evers, PhD, State Superintendent

7-1.13 Application Statuses

Application Statuses

- **Not Yet Verified**: A parent has submitted an application to your school—the application is ready to be verified.
- **Verified**: The parent has provided the required documentation to the school and the application has been verified.
- **Submitted**: After verification, the application has been electronically submitted to DPI by the school. For the WPCP, the DPI will submit applications selected in the random drawing.

Notes:

The application status of not yet verified means a parent or guardian has completed the online parent application and the school has not yet verified the application.

Verified means the parent has provided all of the supporting documentation to the school and the application has been verified.

Submitted means that the school has verified and submitted the application to DPI. DPI will submit all applications for the WPCP.

7-1.14 Application Statuses (cont)

Application Statuses (cont)

- **Ineligible per DOR**: The DOR has determined the applicant ineligible.
- **Ineligible in Semester 1**: The student was found ineligible for semester 1, but is eligible for semester 2.
- **Ineligible in Semester 2**: The student was found ineligible for semester 2, but is eligible for semester 1.
- **Ineligible in Both Semesters**: The student was found ineligible for the full school year.
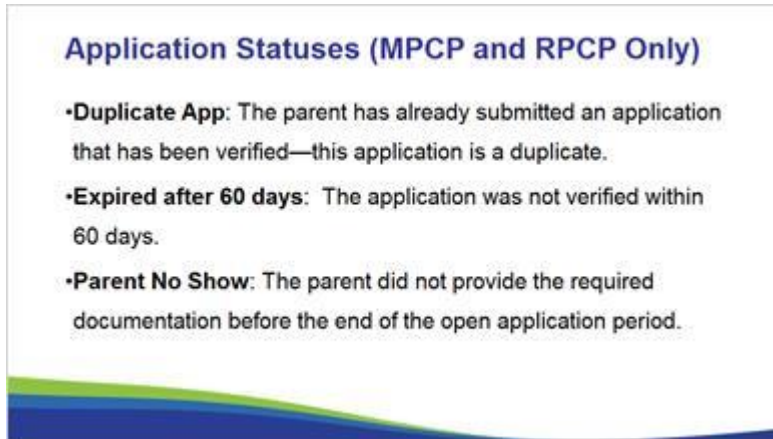
Notes:

DOR ineligible means that the parent chose to use the DOR income determination method in the parent application, the school completed the DOR income eligibility determination in OAS, and DOR stated the parent did not meet the income requirements. Please be aware that the school must complete the DOR income determination in OAS. The parent or guardian only identifies that they would like to use the DOR method in the online parent application.

Ineligible in Semester 1 indicates that the application was ineligible in Semester 1 but is eligible for the second semester.

Ineligible in Semester 2 indicates that the application was ineligible in Semester 2 but is eligible for the first semester. For example, if a WPCP student was counted on the 3rd Friday in September and subsequently withdrew from the program, the student would be marked as Ineligible in Semester 2. This student would still be eligible for the 3rd Friday in September.

Ineligible in both semesters means the student was not eligible to participate in the Choice program for the full year. If the school has a future open application period for the program the student applied for, the student may be eligible to reapply for the program, depending on the reason they were determined ineligible.

7-1.15 Application Statuses (MPCP and RPCP Only)

Notes:

The statuses on this screen are only applicable for MPCP and RPCP applications.

Duplicate App means the parent already submitted an application and the parent submitted another application. The school identifies duplicate applications in the Application Verification screen.

Once the parent submits the application to the school, the school only has 60 days to verify the application in OAS. If the school does not complete the verification within 60 days, the status will automatically change to Expired after 60 days.

Parent No Show means the parent did not provide the required documentation by the end of the open application period.

Questions

Website: http://dpi.wi.gov/sms/choice-programs

Email: privateschoolchoice@dpi.wi.gov

Phone: 1-888-245-2732 ext. 3

Notes:

If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.